

JEFFERSON COUNTY
REQUEST FOR PROPOSALS
COUNTY ENGINEERING SERVICES

Sealed proposals will be received in the County Coordinator's Office, April 29, 2022, until 4:00 p.m.

Attached are important instructions and specifications regarding responses to this Request for Proposals. Failure to follow these instructions could result in disqualification.

Prospective proposers shall not contact, communicate with or discuss any matter relating in any way to the Request for Proposal with the County Commissioners, any employee of Jefferson County, other than the County Coordinator. Such communications initiated by a proposer shall be grounds for disqualifying the offending proposer from consideration for award of the proposal.

Proposals may be mailed, express mailed or hand delivered to:

Jefferson County
Parrish Barwick, County Coordinator
1484 S. Jefferson Street
Monticello, Florida 32344
Jefferson County

Request For Proposals
RFP 22- 04292022 - 02: County Engineering Services
Notice of Interest Due: April 29, 2022 (4:00PM EST)

Date: _____

Proposer Name: _____

Address: _____

Telephone: _____

Fax: _____

E-Mail: _____

Proposer's Signature:

(Duly Authorized)

INTRODUCTION

Jefferson County, a political subdivision of the State of Florida, hereinafter referred to as the “County”, seeks the submittal of proposals from qualified Engineers who are interested in providing engineering services to the County on a contractual basis. The County is governed by a five-member County Commission. The County Commission is responsible for enacting local legislation, adopting an annual budget, conducting certain quasi-judicial proceedings, and appointing certain County officials. The Consultant Engineer serves at the pleasure of the County commission, and acts as the engineering adviser to the Planning Department and assistance for Future Land use actions that will come up within their official duties, The engineer will be requested to prepare and approve documents related to infrastructure construction, development, planning along with other written instruments in which the County is concerned and endorses. The Firm or Firms selected must demonstrate knowledge of and experience relevant to, areas of land development, land use and infrastructure construction, planning and development required in representing a Florida public entity. The selected engineer must become familiar with the Jefferson County Land Development Code, Code of Ordinances, and Comprehensive Land Use Plan 2025.

The County reserves the right to determine, at its sole discretion, whether the proposal satisfactorily meets the criteria established in this RFP, and the right to seek clarification from any individual(s) submitting proposals. Only those judged to be qualified proposals will be further evaluated. Individuals may be interviewed by the County Commission or their designee. During the review process, and until the final selection has been made by the County Commission, proposers are prohibited from meeting with or discussing a submittal with any member of the County Commission.

All interested parties must submit the requested information within the time frame provided herein. Proposals shall be prepared with the utmost attention to fair, ethical evaluation standards.

It is the intent of the County to negotiate a Professional Services Agreement for the work described. The Professional Services Agreement will be for one (1) year, but terminable without cause upon written notice to the engineering firm by the County Commission, with the County's option of renewing the agreement for four (4) additional one-year periods, after which it is expected that the County will go through another competitive solicitation.

SCOPE OF SERVICES

Jefferson County desires to contract for professional services with an engineering firm to provide planning, engineering, design, permitting, and construction phase services for projects within the county.

The professional services may include but are not limited to the following:

- a. Transportation projects including: Roadway Design, Traffic Signals, Pedestrian and Bicycle Facilities, and Streetscape Design
- b. Stormwater projects including: TMDL / Water Quality Studies, Flood Control

- Studies, Stormwater Master Planning and Modeling, and associated design and permitting.
- c. Utility projects including: Sanitary Sewer Collection System, Lift Station and Force Mains, Water systems and Reclaimed Water Treatment analysis, design, and permitting.
 - d. General Site Planning and Design for Facilities
 - e. Parks and Recreational Facilities Master Planning and Design
 - f. GIS Support Services
 - g. Other Professional Services as Needed
 - h. Land Development Plan Review Support Services
 - i. Planning and Zoning Committee Support Services
 - j. Grant Application Support

The provision of these professional services may also include:

- a. Construction phase services for types of projects.
- b. Prepare or support the preparation of grant applications to include Opinions of Probable Cost and Concept Plans.
- c. Meeting with elected officials and county staff to consult on issues and projects requiring professional engineering, architectural, planning, landscape architectural, surveying and mapping, or subsurface utility engineering analysis or evaluation.
- d. Advising elected officials and county staff on matters as may materially affect the County's infrastructure and public assets.
- e. meetings with outside agencies, elected officials and county staff to consult on issues and projects requiring professional engineering, architectural, planning, landscape architectural, surveying, mapping, wastewater funding or subsurface utility engineering analysis or evaluation;
- f. any and all other necessary, requested, required or appropriate professional services as directed by the County Commissioners through the County Coordinator.

The county intends to perform its evaluation and selection in an expedited manner to meet the needs of the county. five (5) hard copies and one (1) electronic copy of a proposal must be submitted by Wednesday, April 20, 2022 at 4:00 p.m. at the County Coordinator's Office, 1484 South Jefferson Street, Monticello, Florida 32344. 850/ 342 – 0287. Proposals should be addressed to Parrish Barwick, County Coordinator.

Jefferson County reserves the right to enter into a "continuing contract" for professional engineering services with one or more responding firms assigning work by task order in each firm's area of expertise at the sole discretion of the Board of County Commissioners through the County Coordinator.

PREPARATION OF SUBMISSIONS:

A. Firms submitting a response to this request will be referred to herein as "Respondent(s)", who are preparing a response to this request and are expected to examine this request including all relevant forms, terms, conditions, and instructions. All costs associated with preparation and submission of the proposal(s) and any other information shall be borne entirely by the Respondent(s).

B. Submissions and modifications thereof shall be enclosed in sealed envelopes, with the required forms, addressed to the person specified in the invitation, with the name and address of the Respondent. Submissions received after the stated time and date will be returned to the sender unopened.

C. Jefferson County reserves the right to declare any Respondent ineligible at any time during the process where developments arise which adversely affect the Respondent's obligations.

D. QUESTIONS: Any respondent who is in doubt as to the true meaning of any part of the solicitation documents, or finds a discrepancy or omission therein, may contact the County Coordinator for an interpretation or correction:

Parrish Barwick
County Coordinator

Jefferson County
1484 S. Jefferson Street
Monticello, FL 32344
(850) 342-0287

Respondents are hereby notified that no other source is authorized to give information concerning explaining and/or interpreting a request.

CONSULTANT(S) REQUIREMENTS AND SELECTION PROCESS:

Selection Process

Consultant selection shall be in accordance with this request for qualifications. The evaluation process shall determine qualifications, interest, and availability of Respondents to provide design, engineering, review and permitting services. County staff will first review all written responses and make a recommendation to the County Commission including a ranking of qualified responses. Informal interviews and/or presentations may be conducted but are not required. The County Commission may make its decision based on the recommendations of staff. The determinations shall be based upon the criteria below.

This is a Request for Qualifications, not a bid. The County reserves the right to reject any and all proposals, waive informalities and technicalities, and enter into a contract with a firm or firms whose qualifications best serves the interest of the County, not just based on the highest score/rank. The County reserves the right to make such investigation as deemed necessary to determine the ability of any proposer to perform the services requested.

Method of Ranking

During the review of written responses, each criterion below will be ranked on a scale of zero (0) through ten (10). In addition, each criterion has been assigned a percentage value that weights the criterion's significance to the County as noted below.

Written qualifications package requirement:

Respondents are to adhere to the requirements shown below. Failure to do so may result in rejection of proposal as non-responsive.

a. Be concise and to the point.

- b. Provide adequate information on each criterion below.
- c. Provide the ranking criteria information below in the order shown.

In addition to above requirements, the following forms will need to be provided in qualification package:

- a. Public Entity Crimes Statement
- b. Drug-Free Workplace Statement
- c. W-9

RANKING CRITERIA:

The evaluation criteria listed below will be utilized to evaluate the proposals. Interviews with individuals may then be scheduled with the County Commission before a final decision is made. The County shall be the sole judge of its own best interests, the proposals and the resulting negotiated agreement. The County's decisions will be final.

Individuals will be evaluated using a number of factors including, but not limited to, the following:

1. Experience: Depth and breadth of experience and expertise in the practice of engineering, most specifically in those areas most often encountered in County government operations (30 points)
2. Qualifications: Board Certifications, Degrees and other relevant training (20 points)
3. Accessibility and Responsiveness: Capability to perform services promptly and in a manner that permits the Commission and staff to meet established deadlines and to operate in an effective and efficient manner and the degree of availability for quick response to inquiries that arise out of day-to-day operating questions or problems (30 points)
4. References (10 points)
5. Proposed Fee Schedule (10 points)

RESPONSE

Interested parties are invited to submit one (1) original marked "ORIGINAL" and seven (7) copies marked "COPY" of their proposal in a sealed envelope to the County Coordinator. The envelope should be labeled "RFP #22- 04292022-02, County Engineering Services" and marked with the respondent's name and address. Proposals may be mailed, express mailed or delivered to:

Jefferson County
Parrish Barwick, County Coordinator
1484 S. Jefferson Street
Monticello, Florida 32344

The submittal shall be received by the County only at the above address prior to 4:00 p.m., April 29, 2022.

The delivery of the submittal on the above date and prior to the specified time is solely the responsibility of the proposer.

The submittal may be withdrawn either by written notice to the County Coordinator or in person, if properly identified, at any time prior to the above submittal deadline.

INDEMNIFICATION REQUIREMENT:

The County shall require the following or similar indemnification paragraphs to be made part of the contract(s) as entered into with the successful proposer(s). The County shall be held harmless against all claims for bodily injury, sickness, disease, death or personal injury or damage to property or loss of use resulting there from arising out of performance of the agreement or contract, unless such claims are a result of the County's own negligence.

The County shall also be held harmless against all claims for financial loss with respect to the provision of or failure to provide professional or other services resulting in professional, malpractice, or errors or omissions liability arising out of performance of the agreement or contract, unless such claims are a result of the County's own negligence.

INSURANCE REQUIREMENTS

The consultant shall procure and maintain during the term of the contract, insurance of the types and in the minimum amounts stated below

Coverage's Schedule Minimums

A. Workers' Compensation Florida

Statutory Coverage and Employer's

\$100,000.00- each accident

Liability (including appropriate Federal Acts)

\$100,000.00- each employee

\$500,000.00- policy limit for disease

B. Comprehensive General Liability

\$1,000,000.00- bodily injury each occurrence

\$1,000,000.00- bodily injury aggregate

\$1,000,000.00- property damage each occurrence

\$1,000,000.00- property damage aggregate

C. Products- Completed Operations

\$1,000,000.00- aggregate

D. Business Auto Liability

Same as Comprehensive General Liability

(All autos- owned, hired or used)

E. Professional Liability

\$2,000,000.00 per occurrence

F. Excess or Umbrella Liability

Optional

Insurance shall be written by an insurer holding a current certificate of authority pursuant to Chapter 624, Florida Statutes. Prior to commencing any work on the continuing contract, certificates of insurance, approved by the County, evidencing the maintenance of said insurance shall be furnished to the County. The certificates shall provide that no material alteration or cancellation, including expiration and non-renewal, shall be effective until fifteen (15) days after receipt of written notice by the County. All coverages shall name the County as "additional insured."

Receipt of certificates or other documents of insurance or policies or copies of policies by the County, or by any of its representatives, which indicate less coverage than required will not constitute a waiver of the successful proposer(s)' obligation to fulfill the insurance requirements herein at the respondent's cost.

ANTI-COLLUSION REQUIREMENT:

Under no circumstances shall any prospective proposer, or any person or persons acting for or on behalf of any said prospective proposer, seek to influence or gain the support of any member of the County Commission or County Staff favorable to the interest of any prospective proposer or seek to influence or gain the support of any member of the County Commission or County Staff against the interest of any prospective proposer. Any such activities shall result in the exclusion of the prospective proposer from consideration by the County.